

**Maine EMS Examination Committee Meeting
Tuesday, April 15, 2003
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis – Chair, G. Utgard, K. Roderick, D. Gilman, , T. Coleman, J. LeBrun

Absent: B. Hawkes, R. Doughty , T. Norsworthy

Staff: D. White

1. Call To Order - The meeting was called to order at 9:37 a.m.

D. White indicated that B. Hawkes and T. Norsworthy had notified Maine EMS that they would be unable to attend.

A. Assign Timekeeper – T. Coleman

B. Additions/Deletions to the Agenda –

2. Minutes – March 18, 2003, meeting minutes - review for acceptance

The minutes of the March 18, 2003, meeting were reviewed

Motion: To accept the minutes of the March 18, 2003 meeting. (Gilman; LeBrun - motion carries).

3. Old Business

A. Exam Administration Manual (EAM)

D. White reported that no comments were received regarding the Exam Manual CDs that were sent to committee members. The manual will be placed on the Maine EMS website and a copy of the manual and appendices will be copied to CDs for distribution to each region.

B. SMTC Comparison of Intermediate Exams – Tabled

It was suggested that B. Hawkes may want to wait until new Maine EMS curriculum for EMT-Intermediate is approved so as to have a comparison document with the National Standard Curriculum for EMT-I.

C. Old Business – Other – Student Handbook

Ops Team is working on the student handbook.

4. New Business

A. Next Steps

a. Written Exam Review

It was suggested that D. White discuss with D. Corning, staff to the Education Committee about ensuring that hours requirements are assigned to the new Intermediate Curriculum, as the (State written) Intermediate exam question distribution is based upon the number of hours spent in a given subject area.

b. Examiner Training

c. Exam Administrator Training

J. Vaniotis presented a draft of the annual letter she sends to the Board. With the completion of the Exam Administration Manual, she will query the Board about new charges to the Committee.

Discussion continued on the subject of examiner training. Initial discussion focused on the Powerpoint presentation on Examiner training that was developed and shared by Bill Zito from the Mid Coast EMS office.

Discussion about how to revise the presentation developed into questions about whether other states or the New England EMS Council have an examiner training program available

Concerns raised centered around the resources required to complete such a project compared to the time and resources available to the committee members. Ideas included contracting with outside sources (subject to identification and procurement of funding sources), use of college interns and coordination with other entities (e.g. New England Council) in creating such a program.

J. LeBrun offered to check with the New England Council about examiner training.

Other – Meeting with National Registry of EMTs (NREMT)

D. White reported that he had discussed the possibility of a meeting with Bill Brown, Executive Director of the NREMT to discuss among other things, the concerns about pass/fail rates for students in Maine. The committee supported the idea and directed staff to pursue the scheduling of a meeting, preferably after the summer season.

5. Next Meeting

The consensus of the committee was to cancel the May meeting and meet on June 17, 2003 to discuss future agendas, projects and meetings.

A. Set Agenda - Next agenda to include:

- ♦ Update on NREMT Meeting
- ♦ Feedback from Board
- ♦ Schedule subsequent meetings

6. Adjournment - The meeting was adjourned at 12:25 p.m.

Respectfully submitted,

Drexell White